Downeast Energy
Oil Spill Prevention, Control and Countermeasure (SPCC) Plan

Springvale Bulk Plant
288 River Street
Springvale, Maine

Revision 1.1
September 2009

ST. GERMAIN & ASSOCIATES, INC.

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SPCC Plan Review/Amendment Log

Five-Year Plan Reviews

40CFR112.5(b) requires that Downeast Energy review this SPCC Plan at least every five years, and document whether the Plan will or will not be amended as a result. Following such a review, Downeast Energy is required to amend the Plan within 6 months to include more effective spill prevention technology if such technology has been field-proven and will significantly reduce the likelihood of an oil discharge at the facility. Any technical amendment to the Plan must be certified by a Professional Engineer. The amendments must be implemented within 6 months of the Plan amendment. Downeast Energy's periodic Plan reviews are noted in the log below. The required documentation for whether the Plan will or will not be amended following a review is contained in Attachment A.

Plan Amendments

40CFR112.5(a) requires Downeast Energy to amend this SPCC Plan within 6 months of a change in facility design, construction, operation or maintenance that materially affects its potential for a discharge. The amendments must be implemented within 6 months of the Plan amendment. Such Plan amendments must be certified by a Professional Engineer. Downeast Energy's Plan amendments are summarized in the following log.

Date	**Comments**	**Facility Representative**
July 2005	Updated SPCC Plan	Sue Roberts
January 2009	Plan Update – December 18, 2008 EPA Inspection	Sue Roberts
September 2009	Updated SPCC Plan	Sue Roberts

Spill History

Downeast Energy has not had a discharge of oil in excess of 1,000 gallons or more in one event or two spills of 42 gallons or more in any 12 month period into a navigable waterway or adjoining shore line.

Management Approval of SPCC Plan

Downeast Energy is committed to preventing the discharge of oil to the environment, and pledges to commit the resources necessary to implement this SPCC Plan.

Stephen H. Hall Facilities Manager
Printed Name and Title of Management Representative

Stephen H. Hall 11/19/09
Signature Date

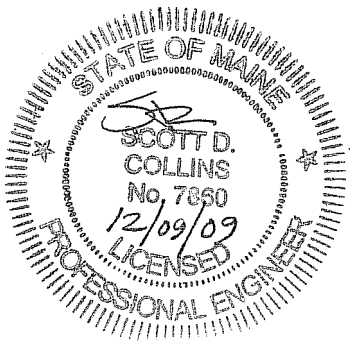
Professional Engineer's Certification

The undersigned Registered Professional Engineer is familiar with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (40 CFR 112) and has supervised examination of the Downeast Energy Oil Bulk Plant located at 288 River Street in Springvale, Maine. The undersigned Registered Professional Engineer attests that this Oil Spill Prevention, Control and Countermeasure Plan has been prepared in accordance with good engineering practices including applicable industry standards, and in accordance with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (CFR 112); that procedures have been established for required inspections and testing; and that the Plan is adequate for the facility.

Engineer's Name and Contact Info: Scott Collins, P.E.
St.Germain & Associates, Inc.
846 Main Street, Suite 3
Westbrook, ME 04092
Phone: (207) 591-7000

Signature	Date	Registration #/State
	12/09/09	7860/Maine

Stamp or Seal:



Section 1: Facility Overview – 112.7(a)(3)

Downeast Energy's bulk plant located on River Road in Springvale, Maine stores #2 fuel oil and kerosene for delivery to retail customers. Downeast Energy purchased the bulk facility in January of 2003. The facility currently contains the following individual aboveground oil containers, each having a capacity of 55 gallons or greater and therefore subject to the SPCC regulations:

- One 30,000-gallon #2 fuel oil tank;
- Two 30,000-gallon #2 fuel oil tanks;
- Two 20,000-gallon #2 fuel oil tanks;
- One 15,000-gallon kerosene tank;
- One 12,000-gallon #2 fuel oil tank (**Empty and Out of Service**);
- One 500-gallon waste oil tank; and
- Two 275-gallon #2 fuel oil tanks.

The facility's total aboveground oil storage capacity exceeds the SPCC applicability threshold of 1,320 gallons. The bulk plant does not have any underground oil storage tanks. This SPCC Plan has been prepared to comply with EPA's Oil SPCC Regulations contained in 40CFR112 of the Code of Federal Regulations.

All the bulk storage tanks are located within an earthern containment area, and are filled from a common canopied unloading area. Trucks are filled from one of two overhead loading racks situated separately from the unloading area. Transfer pumps and piping are located inside the containment area.

The 500-gallon waste oil tank is located within a totally enclosed secondary containment structure at the western corner of the office building. The 275-gallon #2 fuel oil tanks located inside the office building provide heat for the building.

The 12,000-gallon tank has been permanently closed in accordance with 40CFR112.2.

Identification of Navigable Waters

The nearest navigable water that could be impacted by a discharge of oil from the facility is the Mousam River located approximately 500 feet southwest of the bulk plant. Refer to Attachment B for a Facility Site Plan that identifies oil storage locations, and for a topographic map (Site Location Map) identifying the location of the facility and the Mousam River.

Section 2: SPCC Conformance/Additional Measures – 112.7(a)(1)

The bulk plant is in compliance with all applicable regulations required by the SPCC rule. If changes or modifications are made to the bulk plant that would require additional measures, a Professional Engineer will inspect the site and re-certify the Oil SPCC Plan accordingly.

Section 3: Discharge Discovery, Response and Cleanup – 112.7(a)(3)

As an active bulk plant, personnel are frequently loading and unloading trucks and would likely spot a major oil discharge in or around the bulk storage tanks. Downeast Energy personnel frequent the storage and service garages, so a discharge of oil from any of the tanks located at these areas would likely be observed. In addition, facility personnel will be conducting periodic, formal inspections of all oil container locations as specified elsewhere in this Plan. Therefore, there is adequate means of discovering a discharge. Regarding initial response actions, the facility emergency contacts (listed in the following section) will make the initial discharge assessments and direct any facility response actions. Downeast Energy personnel are capable of responding to and cleaning up certain small spills and/or leaks. Spill equipment, including shovels, absorbent boom, pads and granular absorbent are stored in the small shed. In the event of a large spill and/or leak, one of Downeast Energy's emergency contact(s) will contact an off-site response contractor for assistance. The name and phone number of selected organizations are listed in Section 4 of this Plan.

When a spill event takes place, the following actions should be taken in the sequence indicated:

1. For a minor spill that can be immediately contained by Downeast Energy personnel using on site spill control equipment and materials, the following spill containment and countermeasure procedures should be implemented:

    a. Immediately upon observing an oil spill, find the source and take any corrective action required to stop the flow, including, as necessary, shutting down any operations that are contributing to the spill or may increase the hazard potential.
    b. Notify nearby employees (if any) of the spill and the possible hazards.
    c. Contain the spill through the use of containment devices such as absorbent boom or remove the discharge via use of absorbent pads and/or granular absorbent material.
    d. Notify Downeast Energy emergency contact, who will notify the appropriate state and federal agency representatives.
    e. Proceed quickly with recovery and clean-up measures using absorbent pads and/or granular absorbent material.
    f. Containment and clean-up activities must continue until the Downeast Energy emergency contact, and federal and/or state agency representatives agree that clean-up activities may be discontinued.

2. For a major spill that cannot be immediately contained by Downeast Energy personnel using on site spill control equipment and materials, the following spill containment and countermeasure procedures should be implemented:

    a. Immediately upon observing an oil spill, find the source and take any corrective action required to stop the flow, including, as necessary, shutting down any operations that are contributing to the spill or may increase the hazard potential.
    b. Notify nearby employees (if any) of the spill and the possible hazards.
    c. Contain, if possible, the spill and keep discharge from spreading using absorbent booms or pads.
    d. Notify Downeast Energy emergency contact, who will notify the off-site response contractor, and the appropriate state and federal agency representatives.
    e. Use the Spill Reporting Incident Form in Attachment C to record the spill information:
    f. Containment and clean-up activities must continue until the Downeast Energy emergency contact, and the federal and/or state agency representatives agree that such activities may be discontinued.

Contaminated cleanup materials will be handled and disposed of in accordance with applicable state and federal requirements. Used pads, boom and granular absorbent will be disposed as regular solid waste as long as they do not contain free liquids. Petroleum impacted soil, and pads or boom containing free liquids will be disposed by an off-site response contractor (see Section 4).

Section 4: Discharge Reporting Procedures and Notification List – 112.7(a)(3) & (4)

Should a release of oil at the facility result in free oil or sheen upon navigable water, the SPCC rule requires that Downeast Energy personnel collect certain information regarding the release in order to provide for effective communication to federal, state and local agencies. Attachment C contains a Spill Reporting Incident Report that should be filled out prior to reporting such a release to public agencies.

In the event of a spill and/or leakage of oil at the facility, the following individuals and/or agencies should be contacted as indicated:

For all oil spills, leaks and discharges:
Downeast Energy emergency contacts:

Rank	*Name*	*Office Phone*	*Alternate Phone*
Primary	*Sue Roberts*	*(207) 324-6777*	*(207) 651-6678 (cell)* *(207) 636-2422 (home)*
Alternate	*David Ouellette*	*(207) 324-6777*	*(207) 651-6677 (cell)* *(207) 490-2504 (home)*
Alternate	*Bill Knights*	*(207) 324-6777*	*(207) 651-9240 (cell)* *(207) 324-6760 (home)*

Maine DEP Spill Hotline: 1-800-482-0777

For conditions posing a potential fire/safety hazard:
Fire Department and Police: 911

For any spills or leaks causing free oil or sheen on navigable water:
National Response Center: 1-800-424-8802

For spills/leaks requiring an off-site response contractor:
Clean Harbors Environmental Services, Inc. (South Portland, Maine): 207-799-8111
Portland Pump Company (Scarborough, Maine): 1-800-640-7867
Adams & Fogg (Falmouth, Maine): 1-800-781-5470
Charles Plante & Sons (Springvale, Maine): 207-324-2412 (cell 207-432-3300 or 207-432-3302)

Section 5: Fault Analysis – 112.7(b)

As required by the SPCC rule, this section provides information on possible major failures that could conceivably cause an oil discharge to navigable waters.

Scenario A: Discharge of oil from transport truck during unloading
Predicted oil flow rate: varies (up to 120 gallons per minute) depending on nature of release.
Predicted total quantity discharged: up to 3,000 gallons possible from single compartment.
Predicted spill pathway: flowing northwest towards the sump, which if the valve was left open would flow directly into the Mousam River.

Scenario B: Discharge of oil from delivery truck during loading
Predicted oil flow rate: varies (up to 120 gallons per minute) depending on nature of release.
Predicted total quantity discharged: up to 2,900 gallons possible.
Predicted spill pathway: flowing northwest towards the sump, which if the valve was left open would flow directly into the Mousam River.

Scenario C: Failure of containment dike
Predicted oil flow rate: varies depending on nature of release.
Predicted total quantity discharged: up to 30,000 gallons (per tank) possible if dike was breached.

Predicted spill pathway: flowing northwest towards the sump, which if the valve was left open would flow directly into the Mousam River.

Section 6: Secondary Containment (Tanks & Piping) – 112.7(c)

Bulk Storage Tanks

All bulk storage tanks and piping are located within a compacted earthen containment area, sufficiently impervious to contain discharged oil, with a capacity of 70,000 gallons, which is sufficient to hold greater than 110% of the maximum volume of the single largest tank (30,000 gallons). The prior owner of the bulk plant stated that the containment area is lined with clay, and a recent assessment of surface topography in the vicinity of the tanks confirms that oil discharges near the tanks and loading racks would be directed to the secondary containment area.

There is a sump located in the northwest corner of the containment area; flow from the sump is controlled by a gate valve in the sump. The gate valve is opened and closed using a handle that is stored (when not in use) inside the office building. The sump, when the gate valve is opened, drains to the Mousam River.

275-gallon # 2 Fuel Oil Tanks

The 275-gallon tanks are steel double-wall tanks located inside the building. The tanks are also equipped with direct reading product level gauges and audible overfill vent alarms.

500-gallon Waste Oil Tank

The waste oil tank is located within a concrete containment dike.

Section 7: Inspections, Tests and Records – 112.7(e)

Downeast Energy has developed an inspection checklist that includes all of the inspections required by the SPCC rule. A sample facility inspection checklist is included in Attachment D. A written record of each inspection, including the signature of the inspector, will be kept with the SPCC Plan for at least three years from the date of the inspection. In addition, records of integrity testing performed on tanks, piping and other equipment will be kept with the SPCC Plan for at least three years from the date of the test.

Section 8: Personnel Training and Briefings – 112.7(f)

Training - 112.7(f)(1)

Facility personnel and transport truck drivers involved with the direct handling of oil will receive training within one week of employment and at least once annually on the following topics:

- proper operation and maintenance of equipment to prevent discharges;
- emergency procedures in the event of a spill or leak;

- applicable pollution control laws and regulations;
- general facility operations including loading and unloading procedures (see Section 10.0); and
- the general contents of the SPCC Plan.

Responsible Individual for SPCC – 112.7(f)(2)

Sue Roberts is the primary individual responsible for implementation of the SPCC Plan.

Briefings – 112.7(f)(3)

Sue Roberts or her designee will conduct oil spill prevention briefings for oil-handling personnel on at least an annual basis. The briefings will include a review of any recent oil discharges at the facility and how to prevent re-occurrence, and identification of any current malfunctioning equipment and associated precautionary measures.

Section 9: Site Security – 112.7(g)

Fencing – 112.7(g)(1)

The bulk plant is totally enclosed by a chain link fence. The sliding entrance gates are closed and locked when the facility is unattended.

Master Flow and Drain Valves – 112.7(g)(2)

The large bulk storage tanks are equipped with locking valves on product piping exiting the tanks and on all tank drains. The product piping valves are locked at night. All other tanks are not equipped with drain valves. The product piping at the bulk storage tank unloading area contains check valves that do not permit flow of product from the tank back toward the fill connection points.

Oil Pump Starter Controls – 112.7(g)(3)

The oil transfer pumps and starter controls are located inside a small wooden shed that is kept locked when the facility in unattended; power to the starter controls is controlled by switches located inside a box on the exterior wall of the office building. This box is locked when the facility is unattended. There are emergency shut-off buttons located inside the building near dispatch that can be activated in an emergency situation..

Loading/Unloading piping– 112.7(g)(4)

Loading/unloading connections of all facility piping are securely capped when not in service.

Facility Lighting – 112.7(g)(5)

Sufficient lighting is provided at the facility to deter vandalism and assist in the discovery of oil discharges. Lighting at the facility is comprised of four dusk-to-dawn lights. Other outdoor lighting includes lights on the building, and lights at the loading racks. Additional switch and motion-detection lighting is located at the loading racks, off-loading area and on the building exterior wall.

Section 10: Tank Truck Loading/Unloading – 112.7(h)

Containment – 112.7(h)(1)

The unloading area and loading racks are located within the secondary containment area.

Vehicle Breakaway Protection – 112.7(h)(2)

Signage is present at the unloading area to remind drivers to disconnect the fuel transfer hose prior to pulling away. Also, all transport trucks are equipped with brake interlock system that prevents the truck from departing while hoses are connected to the trailer.

Inspection of Truck Outlets and Drains – 112.7(h)(3)

The lower-most drains and all outlets on the transport trucks are inspected by the transport truck drivers prior to filling/departure, and if necessary, are tightened or adjusted to prevent liquid discharge while in transit.

The procedures presented below should be adhered to by transport truck drivers making delivery of petroleum products at the unloading area.

1. Shut off delivery vehicle engine, set parking brakes, and chock wheels.
2. Check tank gauges to ensure that the appropriate storage tank is sufficiently empty to receive the volume of product intended for delivery.
3. Check the transfer valve on the truck to be sure it is closed and not leaking.
4. Engage the brake interlock system.
5. Connect the transfer piping making certain it is properly positioned.
6. Place drip bucket under transfer valve and piping connections.
7. Unlock Pump Building, and turn on power to transfer pump.
8. Start the transfer pump and slowly open the transfer valve, check for leaks throughout the transfer period and do not leave the unloading area while unloading.
9. After product transfer is complete, close the transfer valve.
10. Stop the transfer pump, disconnect and stow the transfer piping and drip buckets as appropriate.
11. Turn off power to transfer pump, and close and lock Pump Building.
12. Pick up and stow wheel chocks.

The procedures presented below should be adhered to by delivery truck drivers at the loading rack.

1. Shut off engine and set parking brake.
2. Check to ensure that the appropriate compartment is sufficiently empty to receive volume of product being transferred.
3. Attach grounding cable.
4. Unlock Pump Building, turn on power to transfer pump and check the transfer pump to ensure it is not leaking.
5. Lower downspout (and make certain it is properly positioned).
6. Open spring valve.
7. Start the transfer pump, and do not leave the loading arm while loading.
8. After the compartment(s) has been filled, stop the pump, close spring valve, securely latch the dome cover(s), and disconnect grounding cable.
9. Turn off power to transfer pump, and close and lock Pump Building.

Section 11: Conformance with State Requirements – 112.7(j)

The State of Maine currently does not have regulations pertaining specifically to spill prevention and control for aboveground oil storage facilities. In 2002, the Maine Legislature passed a law (38 M.R.S.A. Section 570-K) that gave the Maine Department of Environmental Protection (Maine DEP) the authority to oversee compliance with EPA's Oil SPCC regulations for facilities used to market and distribute oil to others, which includes this facility.

This law also established requirements for underground piping located at aboveground oil storage facilities. The law requires that by July 1, 1995, aboveground oil storage facilities use non-corrosive piping materials, and requires new or replacement piping installed after September 1999 to meet the installation requirements contained in Chapter 691 of the Maine DEP regulations. Some underground piping exists at the bulk plant. All underground piping is double walled with a containment sump. Any release from the piping would be detected in the containment sump.

Section 12: Facility Drainage – 112.8(b) & 112.8(c)

Drainage from Diked Areas – 112.8(b)(1) & 112.8(b)(2) & 112.8(c)(3)

Downeast Energy personnel will inspect accumulated stormwater for the presence of oil in the containment area sump before discharging the stormwater. Water containing a sheen or free product will not be discharged. The valve is normally closed and manually opened (using handle bar that is stored inside the office building) only after the water has been inspected to ensure that no oil (sheen or free product) is being discharged. Also, the gate valve is closed when draining is complete. A dike drainage log is maintained at the bulk plant, indicating the dates and time of all discharge events.

Drainage Control in Undiked Areas – 112.8(b)(3) & 112.8(b)(4)

Any oil releases will be promptly cleaned up using on-site spill cleanup supplies (absorbent pads, etc.), which are located in the small shed at the bulk plant.

Section 13: Bulk Storage Containers – 112.8(c)

Compatible Material and Construction – 112.8(c)(1)

All tanks at the facility are of steel, welded construction, and are currently compatible with their use.

Secondary Containment – 112.8(c)(2)

Secondary containment for all bulk storage containers is discussed in Section 6 of this Plan.

Integrity Testing – 112.8(c)(6)

40CFR112 requires that bulk storage tanks be tested for integrity on a regular schedule, and that the testing consist of visual inspections combined with another testing technique. Under current EPA policy, the sole use of visual inspections is considered equivalent environmental protection for well-designed shop-built tanks having a capacity of less than 30,000 gallons, and installed in one of the following two configurations:

- Tank is elevated in a manner that prevents direct contact with soil and allows for all sides, including the bottom, to be visible during inspections (e.g., horizontal tanks mounted on saddles or supports); or
- Placement of a barrier between the tank and the ground, and designed and operated to immediately detect leaks (e.g., vertical tanks installed on a synthetic liner).

According to EPA, the above policy is not appropriate in situations where a tank is currently in direct contact with the ground, or has been managed historically in a way that presents risks for corrosion, or that currently shows signs of corrosion.

Since the tank bottom on each vertical bulk storage tank has been in direct contact with soil since its installation, Downeast Energy contracted for certified tank inspections of each tank in accordance with the latest editions of API-653, UL-142 and the Steel Tank Institute SP001. The inspections were conducted in April 2009. The inspections identified certain repairs and improvements, which were completed in April and May 2009.

The waste oil and # 2 fuel oil tanks are elevated above the ground with exterior surfaces visible. Since these tanks pose a relatively low environmental risk given their small storage capacities, monthly visual inspections will be performed to meet the SPCC requirement for integrity testing.

Overfill Protection – 112.8(c)(8)

The vertical storage tanks are equipped with electronic overfill alarms and product level gauges. Facility personnel use the level gauges and safe fill heights marked on all tanks to monitor the amount of oil being added or removed from the tanks.

The new 275-gallon #2 fuel oil double-wall tanks are equipped with audible overfill vent alarms and product level gauges. The 500-gallon waste oil steel tank is equipped with an electronic overfill alarm.

Prompt Equipment Repairs and Oil Removal – 112.8(c)(10)

Any oil leaks from the facility's oil storage tanks, piping, pumps, and related components will be corrected promptly. Any oil accumulations discovered inside a secondary containment area will be removed promptly.

Secondary Containment for Portable and Mobile Containers – 112.8(c)(11)

The fuel delivery trucks, which are parked at night at the facility, may contain oil. Downeast Energy provides active secondary containment measures such as the spill kits at the loading racks and in each individual truck. The spill kits contains sorbent booms and pads sufficient to address the most likely discharge from the truck such as a small leak at the pump or from a section of hose on the truck.

Any other portable or mobile oil storage containers brought on-site will be equipped with secondary containment or will be placed in a location that provides secondary containment.

Section 14: Transfer Operations – 112.8(d)

Piping – 112.8(d)(2)

All oil piping is labeled and capped when not in service.

Pipe Supports – 112.8(d)(3)

The aboveground oil piping serving all tanks at the facility is equipped with numerous physical supports that minimize abrasion and corrosion.

Inspection and Testing – 112.8(d)(4)

Oil piping and related components such as valves, flanges and pipe supports are inspected on at least a monthly basis.

Warning Signs for Vehicular Traffic – 112.8(d)(5)

None of the aboveground oil piping at the facility is located in an area that is exposed to vehicular traffic. Therefore, use of warning signs for vehicular traffic is unnecessary.

Section 15: Non-applicable Provisions

The following provisions of the SPCC rule do not apply to the facility.

- Contingency Planning – 112.7(d): facility will comply with containment provisions.
- Brittle Fracture Evaluation for Field-Constructed Tanks – 112.7(i): no such tanks present.
- Redundancy for Continuous Treatment Units – 112.8(b)(5): no such equipment present.
- Buried Metallic Storage Tanks – 112.8(c)(4) & (5): no such tanks are present.
- Internal #2 fuel Coils – 112.8(c)(7): no #2 fuel coils in the tanks.
- Effluent Treatment Facilities – 112.8(c)(9): none exist at the facility.

ATTACHMENT A

Documentation of Five-Year Review

Documentation of Five-Year Review

I have completed review and evaluation of the SPCC Plan for the Downeast Energy bulk plant located in Springvale, Maine on _____ and will / will not amend the Plan as a result.

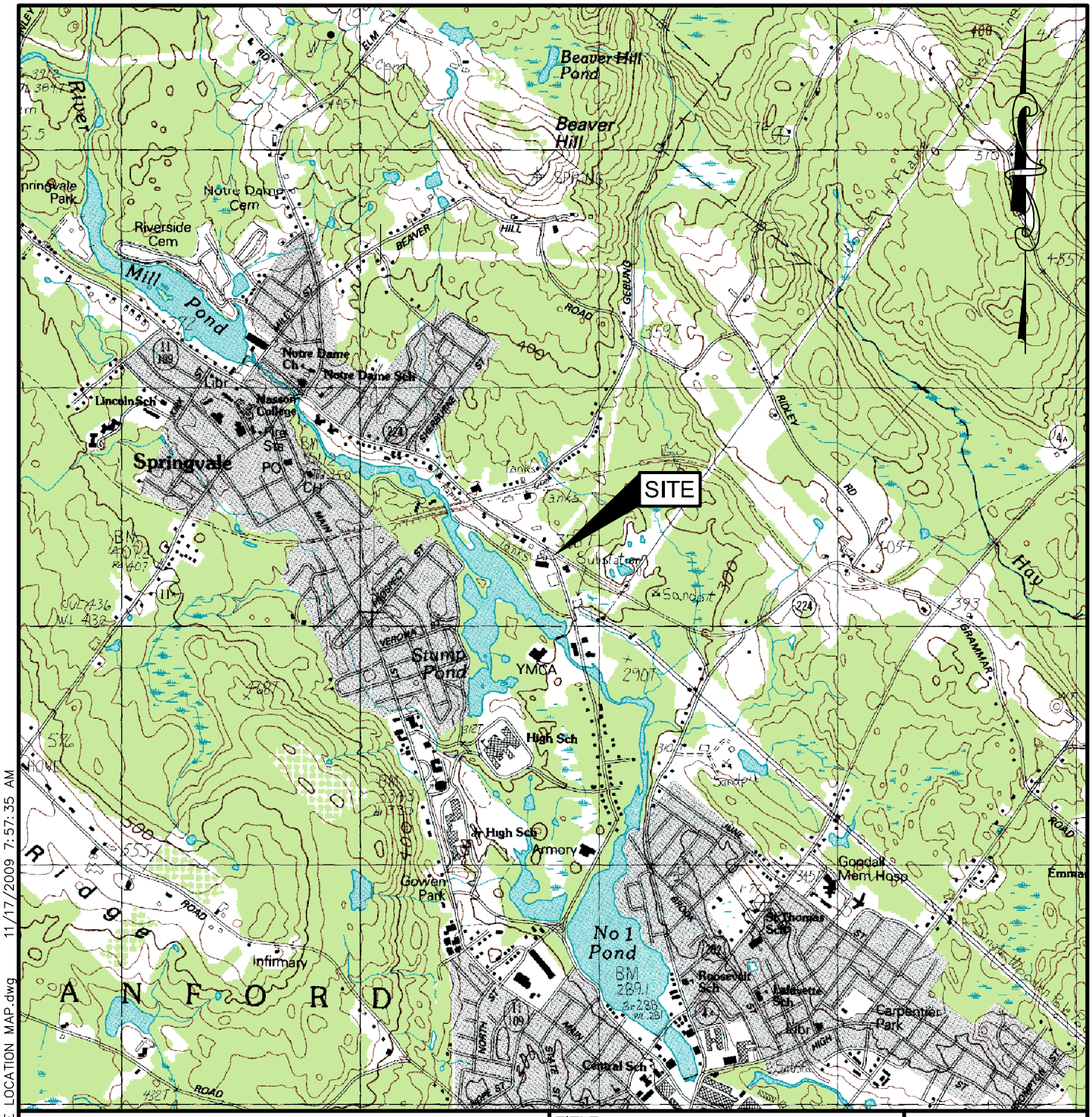
Signature: _____

Date: _____

Name and Title (please type or print): _____

ATTACHMENT B

Site Location Map
Facility Site Plan



REFERENCE:
USGS SERIES 7.5 TOPOGRAPHIC MAP, SANFORD QUADRANGLE, OBTAINED FROM MAINE GIS.

2000 0 1000 2000 4000

SCALE IN FEET
1"=2000'

TITLE:

FIGURE 1
SITE LOCATION MAP

DOWNEAST ENERGY
288 RIVER STREET
SPRINGVALE, MAINE

PREPARED FOR:

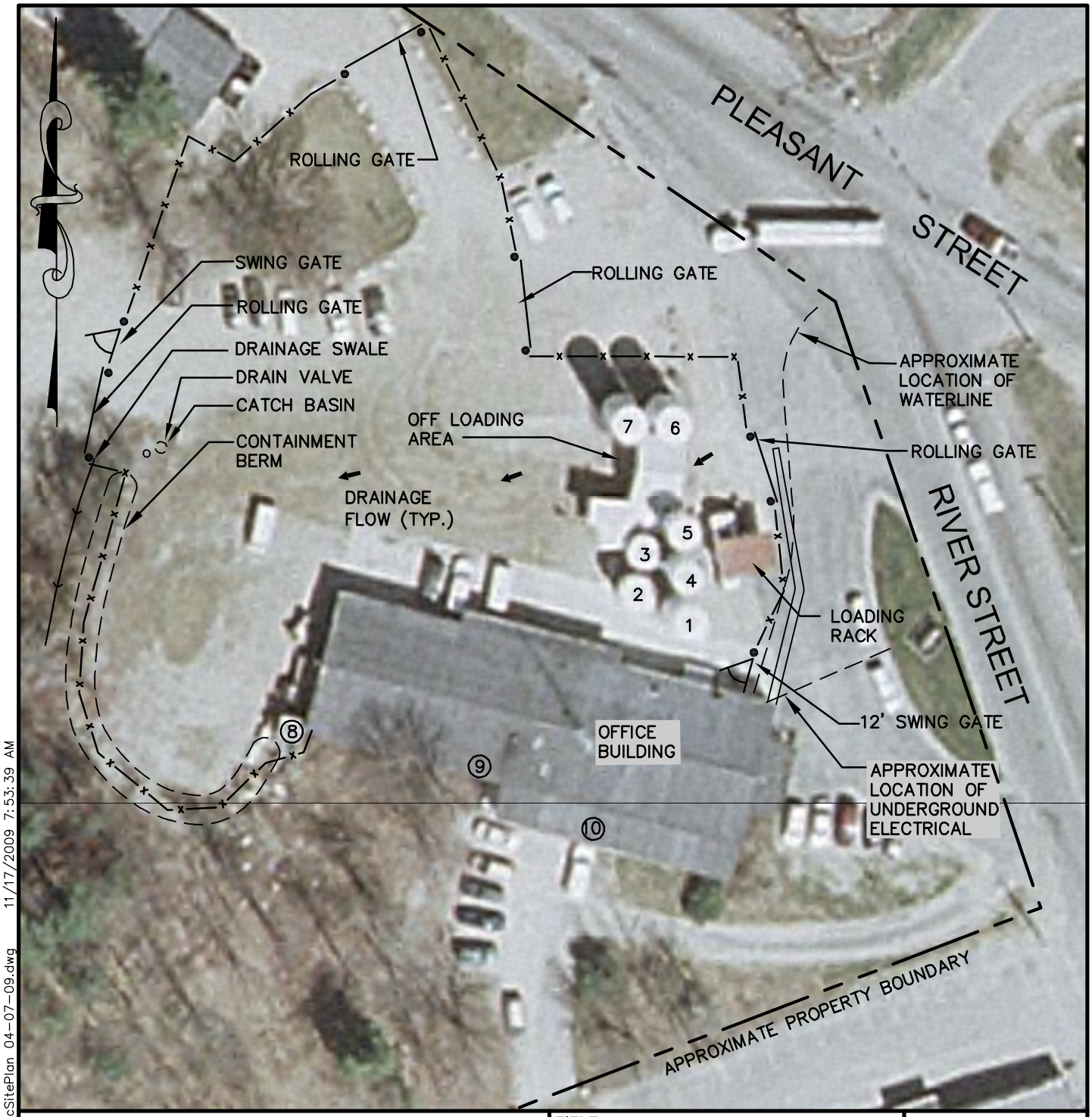
DOWNEAST ENERGY
18 SPRING STREET
BRUNSWICK, MAINE 04011

DATE: 07/14/08	PROJECT NO.: 2726.5
SCALE: 1"=2000'	FILENAME: 2726-5_SITE LOCATION MAP

846 Main St., Suite 3
Westbrook, Maine 04092
Telephone 207-591-7000
Facsimile 207-591-7329
www.stgermain.com

ST. GERMAIN & ASSOCIATES, INC.

M:\Dwgs\2726 Springvale\2726.5\dwg\2726-5_SITE LOCATION MAP.dwg 11/17/2009 7:57:35 AM



REFERENCE:
AERIAL PHOTO DATED MAY 2003 OBTAINED FROM MAINE GIS.

(1) 30,000 GAL #2 FUEL OIL
(2) 15,000 GAL KEROSENE
(3) 12,000 GAL - EMPTY OUT OF SERVICE
(4) 20,000 GAL #2 FUEL OIL
(5) 20,000 GAL #2 FUEL OIL
(6) 30,000 GAL #2 FUEL OIL
(7) 30,000 GAL #2 FUEL OIL
(8) 500 GAL WASTE OIL
(9) 275 GAL #2 FUEL OIL
(10) 275 GAL #2 FUEL OIL

50 0 25 50 100
SCALE IN FEET
1"=50'

TITLE:

FIGURE 2
SITE PLAN

DOWNEAST ENERGY BULK PLANT
288 RIVER STREET
SPRINGVALE, MAINE

PREPARED FOR:

DOWNEAST ENERGY
18 SPRING STREET
BRUNSWICK, MAINE 04011

DATE: 10/1/09	PROJECT NO.: 2726.2
SCALE: 1"=50'	FILENAME: 2726-2_SpccSitePlan 04-07-09

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ATTACHMENT C

Spill Reporting Incident Form

DOWNEAST ENERGY & BUILDING SUPPLY
INCIDENT INVESTIGATION REPORT 7/08

General Manager Signature: _____ Date: _____

Comments: _____

(Use additional comments below)

Is this incident: ☐ Preventable ☐ Non -Preventable ☐ FYI

Safety Issue: ☐ Yes ☐ No

Safety Director Signature: _____ **Date:** _____

Comments: _____

If Kennebunk/York/Biddeford/Dover/S.Portland/Yarmouth/Springvale Mike_____ Doug_____ Dick_____

If Waterville/Hallowell/Windham/Lisbon/ Brunswick/Mt Vernon Lennie_____ Doug_____ Dick_____

If Building Materials Peter B._____ Bill M._____

Additional comments by any of the above reviewers: _____

RETURN COMPLETED FORM TO JAYNE ATWOOD IN HUMAN RESOURCES

Manager/Supervisor Please fill in all that applies:

Causal Factors and Corrective Actions. ***Check ALL that apply.*** *Events and conditions that contributed to the accident.*

EQUIPMENT - Root Causes ☐NA ☐Electrical Hazard ☐Equipment Defective ☐Steps, Stairs ☐Welding ☐Safety Device Inoperable ☐Sidewalk ☐Heavy Equipment ☐Equip. Inadequate ☐Ladders ☐Chemical Hazard ☐PPE ☐Other List ☐Hand Tools	**EQUIPMENT – Corrective Action**	**Assigned To**
MANAGEMENT - Root Causes ☐NA ☐No Training Providing ☐Improper PPE Given ☐No JSAs ☐System Failure ☐Equipment unavailable ☐PM not Performed ☐Lack of Accountability ☐Staffing Inadequate ☐No Inspections Done ☐Other List _____ ☐Policies and Procedures	**MANAGEMENT – Corrective Actions**	**Assigned To**
ENVIRONMENT - Root Causes ☐NA ☐Fire Hazard ☐Tight Working Area ☐Poor Lighting ☐Snake ☐Uneven Ground ☐Poor Housekeeping ☐Spider ☐Poor Footing ☐Weather ☐Insects ☐Release-Chemical ☐Other List _____	**ENVIRONMENT – Corrective Action**	**Assigned To**
BEHAVIOR/PEOPLE - Root Causes ☐NA ☐No Lockout Used ☐Safety Device Bypassed ☐Equipment Used Incorrectly ☐Unsafe Act ☐Distraction/Haste ☐Other List ☐PPE not worn ☐Safety Rules ignored ☐Violence ☐Unaware of surroundings	**PEOPLE – Corrective Actions**	**Assigned To**
ERGONOMIC - Root Causes ☐NA ☐Repetitive Twisting of Wrists ☐Shoulders too high/low ☐Repetitive Twisting at Waist ☐Body not in neutral position ☐Improper Positioning of Head ☐Horizontal Distance too great ☐Improper Tool ☐Other List _____ ☐Vibration	**ERGONOMIC – Corrective Actions**	**Assigned To**

UNSAFE CONDITIONS (all that apply) ☐NA	**UNSAFE ACTS (all that apply)** ☐NA	
☐No unsafe conditions ☐Insufficient work space ☐Improper illumination ☐Inadequately secured ☐Unguarded mechanical ☐Uneven Ground ☐Electrical hazard ☐Inadequate ventilation ☐ Improper tools ☐Poor Housekeeping ☐Weather ☐Other _____	☐Cleaning, adjusting or moving equipment ☐Repairing equipment without training ☐No LO/TO while working on electrically charged equipment ☐Failure to use PPE ☐Failure to secure ☐Failure to warn others ☐Failure to shut off equipment ☐Improper use of equipment ☐Overloading ☐Improper handling ☐Riding in unsafe position	☐Inattention to footing or surroundings ☐Disconnecting or changing safety devices ☐Jumping from elevations ☐Running ☐Throwing materials or tools ☐Operating at unsafe speed ☐Other_____

Manager Siginature: _____ **Date:** _____

I have reviewed this report to ensure its completion and have taken the following action: _____

_____

_____

_____

_____

_____

_____

EMPLOYEE INCIDENT REPORT

REQUIRED INFORMATION TO BE COMPLETED BY THE EMPLOYEE

Part A: Employee Please fill out all that applies

Your Location	Incident Date	Date Incident Reported	Day of week of incident	Supervisor Name

Name of Employee (one form per employee)	(HR DEPT ONLY) FILED WITH TD BANK NORTH INSURANCE ☐YES ☐NO DATE

Length of Employment	Employee's Usual Job	Job At Time of Accident	Length of Time in Current Position

Specific Location of the Incident Address: _____

Property Owners Name: _____

Customer Name: _____

Phone Number: **Acct# (if related to a customer):**

TYPE OF INCIDENT:

- ☐Traffic and or Auto
- ☐Personal Injury
- ☐Customer
- ☐Public
- ☐Property Damage
- ☐Fire or Explosion
- ☐Employee **(workers comp must be filed)**
- ☐Mis Delivery
- ☐Oil Spill
- ☐Robbery
- ☐Freeze up
- ☐OTHER_____

LOCATION OF INCIDENT:

- ☐Residential Street
- ☐Highway
- ☐Congested Street
- ☐At Railroad Crossing
- ☐Intersection
- ☐Customer Location
- ☐In Office
- ☐In Vehicle
- ☐School
- ☐Business
- ☐Warehouse
- ☐Service bay in shop

MANDATORY NOTIFICATION	PERSON NOTIFIED	DATE	TIME
☐Down East Energy			
☐DEP			
☐Police			
☐Fire			
☐Safety Director			
☐Other			

PART B **INCIDENT FACTORS**

ROADWAY CONDITIONS

- ☐Dry
- ☐Wet
- ☐Snow
- ☐Ice
- ☐Mud
- ☐Other

WEATHER CONDITIONS

- ☐Clear
- ☐Cloudy
- ☐Fog
- ☐Misting
- ☐Rain
- ☐Snow/Sleet/Ice

TYPE OF ACCIDENT

- ☐Turning
- ☐Passing
- ☐Rear end collision
- ☐Struck by other vehicle
- ☐Object dropped on vehicle
- ☐Hit stationary object
- ☐Ran off road
- ☐Passing
- ☐Using unsafe equipment
- ☐ Failure to obey traffic laws
- ☐Moving from parked position
- ☐Rolled from parked position
- ☐Mechanical failure
- ☐Hit animal
- ☐Overturned
- ☐Flying object
- ☐Operating at unsafe speed
- ☐Improper backing
- ☐Reverse backing system working Y N (circle one)
- ☐Other_____

SAFETY EQUIPMENT

- ☐Hard hats
- ☐Safety Glasses
- ☐Respirator
- ☐Ear protection
- ☐Safety shoes
- ☐Chemical apron
- ☐Face shield
- ☐Gloves
- ☐Seatbelt
- ☐Harness for working over 4 feet
- ☐ Adequate safety equipment not used
- ☐ Other

REQUIRED INFORMATION TO BE COMPLETED BY THE EMPLOYEE

Part C: Vehicle Information:

Vehicle Information: DEE Vehicle#:_____ Year:_____ Make:_____ Model:_____
Vehicle Identification Number(VIN#)_____

Insurance information of other vehicle involved:

Vehicle:_____Year:_____Make:_____Model:_____

Company:_____Agent:_____

Address:_____ Policy#_____Phone:_____
Name and Addresses of Witness (s):

Name:_____Address:_____Phone:_____

Part D: Employee's Description as to what happened: (Please use a separate sheet if more space is needed)

DESCRIBE IN DETAIL ALL THE FACTS AS TO WHAT HAPPENED AND WHAT YOU WERE DOING AT THE TIME OF THE ACCIDENT:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Description of damage, losses, and property of others:

_____
_____
_____

Estimate of damage (s)_____

Description of personal injuries: (Employees please fill out a first report of injury form as well)

_____
_____
_____

Employee Signature: _____DATE:_____

ATTACHMENT D

Monthly Oil SPCC Inspection Checklist

Monthly Oil SPCC Inspection Checklist
Downeast Energy – Springvale, Maine

Date of Inspection:_____

Inspector's Name: _____

Instructions:
1. If any problems are discovered, report them immediately to responsible official.
2. When finished, sign the bottom of the form and file it with the SPCC Plan.

Bulk Storage Tanks

	Tank #1 30,000-gal. #2 Fuel Oil	Tank #2 15,000-gal. Kerosene	Tank #3 12,000-gal. #2 Fuel Oil	Tank #4 20,000-gal. #2 Fuel Oil	Tank #5 20,000-gal. #2 Fuel Oil	Tanks #6 & 7 30,000-gal. #2 Fuel Oil
Dents, bulging, or corrosion on exterior of tank?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Signs of oil leakage on tank?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Inspect entire length of fuel lines: cracks, leaks, excessive wear?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Level gauge working properly?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Additional Comments			**OUT-OF-SERVICE**			

OTHER TANKS

	500-gal. Waste Oil	Two 275-gal. #2 Fuel Oil (Office Building)
Dents, bulging, or corrosion on exterior of tank?	Y / N	Y / N
Signs of oil leakage on tank?	Y / N	Y / N
Level gauge working properly?	Y / N	Y / N
Additional Comments:		

Additional Comments:_____

_____

_____

Are spill control and cleanup materials running low or missing? Y / N

Inspector's Signature _____

ATTACHMENT E

Certification of Substantial Harm Non-Applicability

Certification of the Applicability of the Substantial Harm Criteria

Facility Name: Downeast Energy
Facility Address: 288 River Street, Springvale, Maine

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?
Yes _____ No ____X____

2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?
Yes _____ No ____X____

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?
Yes _____No ____X____

4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?
Yes _____No ____X____

5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil discharge in an amount greater than or equal to 10,000 gallons within the last 5 years?
Yes _____No ____X____

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Signature Stephen Hall Date 12/7/09

Name and Title (please type or print) Stephen Hall Facilities Mgr.